

E-4

# **Memo from the desk of** *Maureen Guilfoyle*

**To: Diane Cappiello**

**Cc: Greg Tatum**

**Re: Union Title I District-School Parental Involvement  
Policy**

**Date: December 4, 2018**

*Please include a Board resolution for the  
December board meeting to approve the  
Township of Union Title I District-School  
Parental Involvement Policy.*

*Please send me the signed copies after the  
December board meeting.*

*Thanks  
Maureen*

## Township of Union Title I District-School Parental Involvement Policy

December 2018

The Township of Union Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**● UNION HIGH SCHOOL**

1. Union High School will take the following actions to involve parents in the joint development of its district/ school parental involvement plan under section 1112 of the ESEA:

- 1. Parents will be notified via the school website.*
- 2. Principal will attend PTA meetings and encourage parents to join Action Team.*
- 3. Letter sent home to parents outlining ways to submit suggestions.*

2. Union High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- 1. Letter will be sent home to parents indicating school status and scores.*
- 2. Parents will be notified via web site and PTA meetings encouraging participation in school improvement planning.*

3. Union High School will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

*Union High School has not requested any technical assistance. Currently school is utilizing district personnel. If the need arises, UHS will request assistance.*

4. Union High School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

[Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

*NA*

5. Union High School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- 1. Surveys will be distributed to parents. When possible, survey will be developed in the language that is used by the parent.*

- 2. Parent workshops will be developed based upon survey results. Workshops will be scheduled to accommodate the needs of the parents.*

- 3. Develop a survey for the students to inquire about their specific academic needs.*

6. Union High School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

The following topics will be introduced at parent workshops. Additionally, information will be sent home on these topics.

- 1. New Jersey's Student Learning Standards.*

- 2. Union High School's and New Jersey's assessments including alternate assessments.*

- 3. The requirements of Part A.*

- 4. How to monitor their child's progress.*

- 5. How to work with educators.*

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

***Parent workshops on the following topics:***

- 1. Parents' role in Social Emotional Adolescent Development.***
- 2. Parenting Styles.***
- 3. Healthy Communication that Promotes Autonomy.***

- C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- 1. Providing direct access to student performance to parents through web based Genesis.***
- 2. Union High School Open House.***
- 3. Teachers attending PTA meetings and discussing academic needs.***

- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

**NA**

- E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

***Information will be disseminated using various languages via:***

- 1. Flyers***
- 2. Letters***
- 3. Web site***
- 4. Outside Message Board***
- 5. Robo Call***
- 6. TV 34***

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

\* \* \* \* \*

**PART IV. ADOPTION**

This District - Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Mr. Gregory Tatum, Superintendent of the Township of Union Schools.

This policy was adopted by the Township of Union Schools on 12/18/18 and will be in effect for the period of 12/19/18 – 11/30/19. The school district will distribute this policy to all parents of participating Title I, Part A children on or after December 19<sup>th</sup>, 2018.

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*(Signature of Authorized Official)*

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*(Date)*

## Township of Union Title I District-School Parental Involvement Policy

**December 2018**

The Township of Union Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
  - The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*



(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**Franklin Elementary School Parental Involvement Policy**

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written involvement policy agreed on by the parents that describes the requirements of SEC. 1118. PARENTAL INVOLVEMENT (c) through (f) as listed below and outlined in the Title I law:

**C. POLICY INVOLVEMENT-** Each school served under this part shall —

- (1) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

***December 4th, 2018 -Franklin School Auditorium***

- (2) Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

***Essential meetings are held twice a day, AM session and PM session. Childcare is made available while the meeting is in session.***

- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy;

✓ ***Franklin Elementary School invites all parents to attend our annual School Forum to review and revise this parental involvement policy, as well as our school-parent compact and the parental involvement budget. The plan is posted on our school Website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year.***

✓ ***We also distribute an annual survey online and by mail to ask parents for their suggestions on the plan and the use of funds for parental involvement.***

✓ ***Parents can also give feedback during several parent meetings and activities during the school.***

- ✓ ***We collect feedback from parents at all events, place input card around the building and post suggestion forms on the school website in order to respond to parents' requests for additional support for parental involvement activities***

(4) provide parents of participating children —

- (A) timely information about programs under this part;
  - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
  - (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible;
- ✓ ***Franklin Elementary School will ensure that all information related to school and parent programs, meetings, and other activities is posted on the school Web site, and included in the monthly school newsletter for all parents.***
  - ✓ ***We will share information in the school newsletter for parents to understand the school's academic standards and assessments as well as the ways parents can monitor their child's progress and work with educators.***
  - ✓ ***We will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.***
  - ✓ ***We will work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental involvement.***

(5) if the school-wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

***At the beginning of the year, the plan is included in the student handbook that is given to all students. In addition, parents can also retrieve a copy of the plan in the school's main office. The plan is also posted on our school Website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year.***

**D. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT-** As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

***As part of this plan, Franklin Elementary and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop that explains how parents and teachers will work together to make sure all our students reach***

***grade-level standards. The compacts will be reviewed and updated annually based on feedback from parents, students and teachers during our Annual School Forum.***

**E. BUILDING CAPACITY FOR INVOLVEMENT-** To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part —

- (1) Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

***Franklin Elementary will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement.***

- ✓ *Annual Title I Meeting -We invite you to an evening of learning and sharing about our Title I program, including our parental involvement policy, the school-parent compacts, and parents' requirements. Invitations will be distributed via backpack and posted in the school newsletter.*
- ✓ *Family Literacy Night -Camp Read-A-Lot -Learn helpful information to prepare for the school year.*
- ✓ *Lunch n Learn – Quarterly Sessions to gain knowledge about topics relevant to your child's education.*
- ✓ *Family Math Night – Learn how to make math fun at home.*
- ✓ *Career Night – A celebration of student's work on various entrepreneurship PBL activities and the recognition of parental involvement impact on school and student success.*
- ✓ *School Forum – A forum for parents to participate in roundtable discussions with the principal and staff regarding the school wide plan, parental involvement policy, school-parent compacts and the parental involvement budget.*

- (2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

***Franklin Elementary School will provide necessary materials and handouts for parents at conferences, meetings, and activities to help parents work with their child to improve their child's achievement.***

- (3) Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

***Franklin Elementary School will work with our parents to develop relevant trainings and helpful presentations to educate our staff on the importance of parental involvement.***

- (4) Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

- ✓ ***We will offer workshops at the schools at various times to accommodate parent schedules***
- ✓ ***Parents will be asked to select an appointed time once a year where they will read to their child's Kindergarten class***
- ✓ ***Parents are encouraged to visit classrooms***

- (5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;

- ✓ ***Franklin Elementary will ensure that all information related to school and parent programs, meetings, and other activities is posted on the school Web site, and included in the monthly school newsletter for all parents.***
- ✓ ***We will communicate with all families and the community on a regular basis regarding school wide events and activities, through phone messages, social media, and flyers.***

- (6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

- (7) May provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;

- (8) May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

***Franklin elementary will provide childcare to parents attending school-related meetings and training sessions.***

- (9) May train parents to enhance the involvement of other parents;
- (10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

***Franklin Elementary will provide essential parent meetings in two sessions an AM and a PM session.***

- (11) May adopt and implement model approaches to improving parental involvement;
- (12) May establish a district wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (13) May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (14) Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

**F. ACCESSIBILITY**– In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand.

***All students participating in the Title I, Part A program, and their families, are encouraged and invited to fully participate in the opportunities described in this plan. Franklin Elementary will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents of migratory children.***

### **PART III. DISCRETIONARY DISTRICT/ SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The District /School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;

- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

\* \* \* \* \*

**PART IV. ADOPTION**

This District - Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Mr. Gregory Tatum, Superintendent of the Township of Union Schools.

This policy was adopted by the Township of Union Schools on 12/18/18 and will be in effect for the period of 12/19/18 – 11/30/19. The school district will distribute this policy to all parents of participating Title I, Part A children on or after December 18, 2018.

\_\_\_\_\_  
*(Signature of Authorized Official)*

\_\_\_\_\_  
*(Date)*

## Township of Union Title I District-School Parental Involvement Policy

December 2018

The Township of Union Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

*(B) that parents are encouraged to be actively involved in their child's education at school;*

*(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*

*(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**BURNET MIDDLE SCHOOL**

1. The Burnet Middle School will take the following actions to involve parents in the joint development of its district/school parental involvement plan under section 1112 of the ESEA:

*We have or will have; advertised via the school website, e-mails, PTA meetings, fliers, automated calls and open parent meetings.*

2. The Burnet Middle School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

*We have conducted open meetings for Title I information. E-mails and letters have been sent home regarding the Title I status.*

3. The Burnet Middle School will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

*None requested at this time. All reviews have been conducted in house. Assistance will be requested if needed.*

4. The Burnet Middle School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:

*NA*

5. The Burnet Middle School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are



economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

*Open Communication with all parents of diverse backgrounds will take place via scheduled parent roundtables. In addition, ongoing parental surveys via Google has been implemented to evaluate the school climate and effectiveness of the Burnet Middle School community.*

6. Burnet Middle School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

*Workshops will be provided for parents to examine and learn about content standards.*

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A
- how to monitor their child's progress, and
- how to work with educators

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

*The following topics will be covered:*

- *Parent involvement/ social emotional development in education.*
- *Technology to support student Instruction at home*
- *keeping skills sharp during summer via academic packets and summer enrichment.*
- *Engaging parent through the PLC Process.*
- *The introduction of cycle classes to deal with SEL throughout the school year.*

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- *Professional Development for school/parent communication to be implemented during the 2018-2019 school year.*
- *Utilization of student data information software (Genesis).*
- *Burnet Open House*
- *Parent Portal, monthly parent newsletter, and the “All-Call” process have been implemented to ensure full community involvement.*

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*N/A*

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*Information disseminated using various methods including the use of: flyers, website, e-mails, automated calls, letters, school message board, and local television (channel 34). Upon request alternate languages of the school population when practical and necessary.*

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

\* \* \* \* \*

**PART IV. ADOPTION**

This District - Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Mr. Gregory Tatum, Superintendent of the Township of Union Schools.

This policy was adopted by the Township of Union Schools on 12/18/2018 and will be in effect for the period of 12/19/2018 – 11/30/19. The school district will distribute this policy to all parents of participating Title I, Part A children on or after December 19th, 2018.

\_\_\_\_\_  
*(Signature of Authorized Official)*

\_\_\_\_\_  
*(Date)*

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# *Township of Union Public Schools*

## Jefferson School

*Laura Damato, Principal*

### Township of Union Title I District-Wide Parental Involvement Policy December 2018

The Township of Union Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

***Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-***

- (A) ***that parents play an integral role in assisting their child's learning;***
- (B) ***That parents are encouraged to be actively involved in their child's education at school;***
- (C) ***that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;***

(D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**JEFFERSON SCHOOL**

1. **Jefferson School** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

*We have or will have; advertised via the schools, website, PTA meetings, fliers and open parent meetings.*

2. **Jefferson School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

*We have conducted open meetings for Title I information. Letters have been sent home regarding the Title I status.*

3. **Jefferson School** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;

*None requested at this time. All reviews have been conducted in-house. Assistance will be requested if needed.*

4. **Jefferson School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: (Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs,) by:

*N/A*

5. **Jefferson School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

*Conduct parent surveys in languages that are prevalent in our school, paying close attention to the needs of the economically disadvantaged. Parental workshops conducted based upon survey results, workshops will be scheduled to meet the needs of the working parent community.*

6. **Jefferson School** will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community in improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

*Workshops will be provided for parents to examine and learn about content standards.*

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators:

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

*The following topics will be covered:*

- *organizing your child at home and at school*
- *improving parent/child communication*
- *study skills for success*
- *making homework less work*
- *respect begins with you*

C. The schools district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

- *Planning for school/parent communication workshops to be implemented during the 2018-2019 school year.*
- *Implementation of student data information software (Genesis)*
- *Jefferson Open House*
- *Teachers to attend Proficiency review meetings to meet with parents*

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

*N/A*

E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an Understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

*Information disseminated using various languages of the school population through the use of: flyers, website, letters, school message board, and local television (channel 34)*

### **PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The District-wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;

- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

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**PART IV. ADOPTION**

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by Mr. Gregory Tatum, Superintendent of the Township of Union Schools.

This policy was adopted by the Township of Union Schools on December 19, 2018 and will be in effect for the period of 12/19/18-12/18/19. The school district will distribute this policy to all parents of participating Title I, Part A children on or after December 19, 2018.

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Date)